



User's Manual for National Transplant Registry (NTR) for *Bone and Tissue Transplant* Web Application

Tel: 603-2681 5948
E-mail: ntr@acrm.org.my
Website: <https://www.macr.org.my/entr/>

Table of Contents

1.0	NTR WEB APPLICATION MODULES.....	3
1.1	Online data access and Remote data capture	3
1.2	Real time report	3
1.3	Data Standard	3
1.4	Maintenance	3
1.5	Access Control	3
2.0	SECURITY.....	4
2.1	Policies and Practices as follows.....	4
3.0	HOW TO ACCESS NTR WEB APPLICATION	5
4.0	STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR <i>BONE & TISSUE TRANSPLANT</i> WEB APPLICATION 9	
4.1	Bone & Tissue Transplant.....	9
4.1.1	Navigation Toolbars.....	9
4.1.2	Main Menu	10
4.1.3	New Patient Data Entry.....	10
4.1.4	Register New Bone & Tissue Transplant Patient.....	10
4.1.5	Patient List	15
4.1.6	Statistic.....	17
4.1.7	Data Download.....	18
4.1.8	Change Password	20
4.1.9	Help.....	20
4.1.10	Logout.....	20
5.0	HELP DESK SUPPORT	21
6.0	NATIONAL TRANSPLANT REGISTRY (NTR) FOR <i>BONE & TISSUE TRANSPLANT</i> DATA ENTRY PROCESS	22

1.0 NTR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

Each SDP is given right to access its own data and is able to enter data remotely at its site via the NTR Web Application

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

These documents contain definition of all variables collected in all the NTR registries.

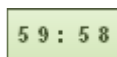
1.4 Maintenance

This module allows user to change their password. Users are encourage to change their own password after every three months for security reasons.

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc.

Timer – On top of each application, timer has been set from 60 minutes and will decrease each time the application left idle. If the application is left idle for more than 60 minutes, the application will be logged off automatically.



Picture 1.1 *Timer*

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for NTR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are **strongly advised** to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password **immediately**.

***Tips:** Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!*

Ensure you are accessing the correct website!

Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is <https://www.macr.org.my/entr/>.

Only access Web Application using a secure and trusted computer!

- **Never** access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always update your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

3.0 HOW TO ACCESS NTR WEB APPLICATION

1. Register the centre as Source Data Provider with NTR Registry, contact NTR Manager at Tel: 03-2681 5948 or email ntr@acrm.org.my
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Access to ACRM Website at <http://www.acrm.org.my>



Picture 1.2 ACRM Home page

4. Click on the NTR link and the NTR website will be displayed as show in Picture 1.1 or can access to NTR Website at <http://www.mst.org.my/ntrSite/index.htm>

National Transplant Registry

NATIONAL TRANSPLANT REGISTRY

The National Transplant Registry (NTR) collects information about patients who had undergone organ or tissue transplantation. The information allows us to estimate the magnitude of transplant activity in the country. Such information besides being useful to practitioner of transplantation is also useful in assisting the MOH, Non-Governmental Organizations, private providers and industry in the planning and evaluation of transplant services.

NTR REPORTS

5th Report of the National Transplantation Registry 2008
Click [here](#)

Publication from NTR available for Download
Fourth Report of the National Transplant Registry 2007

Click here to go to National Transplant Registry (NTR) Web Application

Online Data Access

- BMT
- Heart & Lung
- **eNTR**

Announcements

MST annual scientific meeting will be held on 8 - 10 July 2010, Putrajaya. Abstract submission is now open.

4th National Conference

Sponsors

National Transplant Coordinating Committee, MOH
Medical Development Division, MOH
Clinical Research Centre(CRC), MOH
Malaysian Society of Transplantation

Major Industry Sponsors

YAYASAN
Institut Jantung Negara Foundation

NOVARTIS

Roche

The NTR would like to invite you to be its sponsor
Click [here](#) to find out the benefits of being sponsor
Contact us today!

Contact Us

National Transplant Registry
Level 5, Menara Wisma Sejarah

Picture 1.3 National Transplant Registry (NTR) website

- To go to NTR Web application, click the **- eNTR** eNTR link.
- You also can go directly to eNTR Web Application at <https://www.macr.org.my/entr>

7. On the login page, key in the *username* and *password* in the appropriate column and then, click on the *Sign in* button.



Picture 1.4 National Transplant Registry (NTR) web application - : Welcome page

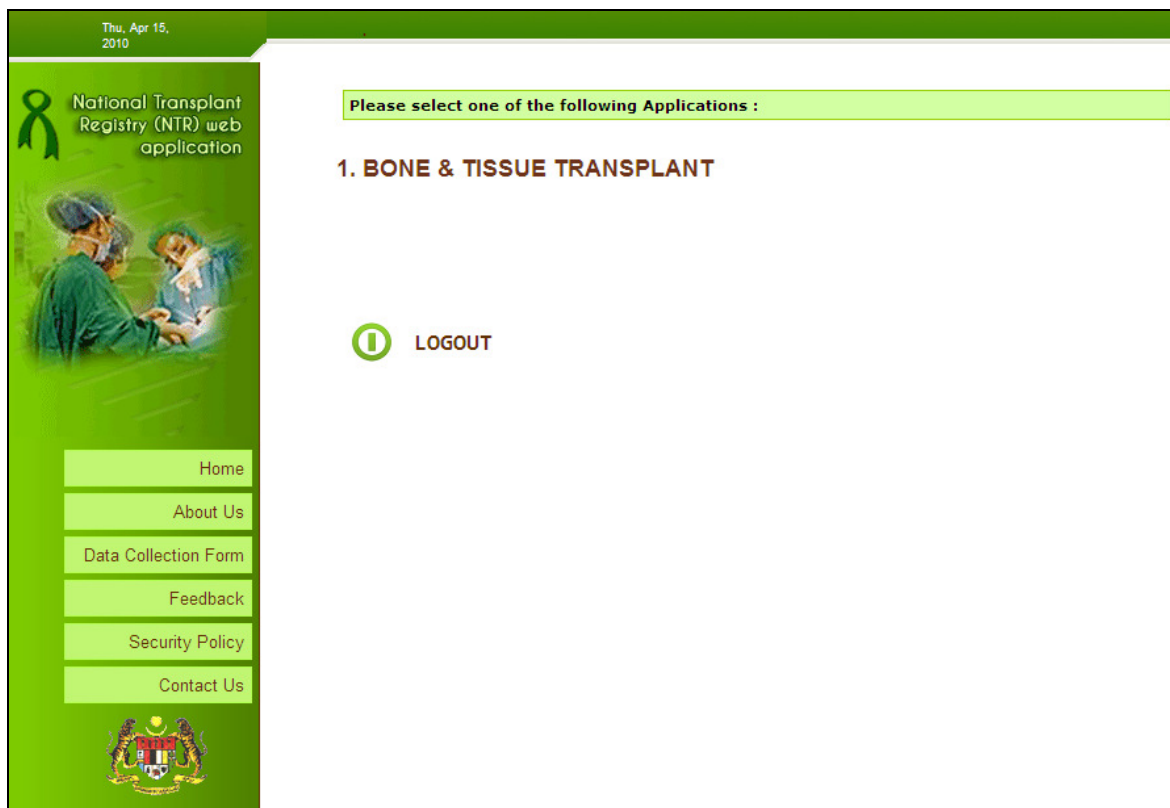
User authentication – There are two levels of user authentication. After user logs in using *Username* and *password*, an SMS containing Authentication Code will be sent to user's mobile phone. User then types in the *Auth Code* before gaining access to the system.

8. Key in the authentication code received via SMS.



Picture 1.5 Authentication page

9. The next page allows the user to select the Bone & Tissue Transplant application.



Picture 1.6 Application selection page – Bone & Tissue Transplant

4.0 STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR *BONE & TISSUE TRANSPLANT* WEB APPLICATION

4.1 Bone & Tissue Transplant

Upon selecting Bone & Tissue Transplant application link on the application selection page, user will be directed to Patient List.

Bone and Tissue Transplantation

Main Menu Patient List New Patient Data Entry BNT Supplier Statistics Data Download Change Password Help Logout

Instruction:
To register a new patient, please click [here](#)
To update existing patients, please click on icon below.
In the next page that appears, click on the .

SEARCH / FILTER

Patient Id: By Range (dropdown) From: [] To: []
 MyKad/MyKid: Whole word (S) (dropdown) []
 Name: Whole word (S) (dropdown) []
 Old IC: Whole word (S) (dropdown) []
 Other ID document No: Whole word (S) (dropdown) []
 Name of Unit & Centre: Equal to (S) (dropdown) []
 Date/Implant/Tissue/Graft: By Range (dropdown) From: [] To: []
 Registration No.: Whole word (S) (dropdown) []

156 RECORDS FOUND.

Bone And Tissue Patient List

No.	Patient Id	Name	MyKad/MyKid	Gender	Notification	Action(view/update patient particulars only)
1	208	TEST4	880226-25-2000	Female	No PTx ID Tx Center Date of Tx RN No. 1 226 Department Of Surgery, Hospital Kota Bharu 08-04-2010	
2	207	BNTMC_USER	990223-25-0458	Female	No PTx ID Tx Center Date of Tx RN No. 1 225 Ophthalmology, Sri Kota 18-03-2010 rt5555 2 224 Orthopaedics, HUSM 09-03-2010 bntmc222 3 223 Orthopaedics, HUSM 09-03-2010 bntmc111	

Picture 1.7 Patient Lists for Bone & Tissue Transplant

4.1.1 Navigation Toolbars

On top of Bone & Tissue Transplant page, there are 9 menu navigation toolbars which include:

- Main Menu
- Patient List
- New Patient Data Entry
- Statistics
- Data Download
- Change Password
- Help
- Log Out

Main Menu Patient List New Patient Data Entry Statistics Data Download Change Password Help Logout

Picture 1.8 Menu Navigation toolbars for Bone & Tissue Transplant

User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them.

4.1.2 Main Menu

Navigate to Main Menu. (See Picture 1.6)

4.1.3 New Patient Data Entry

Before registering a patient, please verify that patient has not been registered in the system before by clicking on **New Patient Data Entry** tab.



Picture 1.9 New Patient Data Entry Tab Menu

Patient Verification Before Registration

Please verify that the patient you wish to register has not been registered before in the registry. Only register NEW Patient if NO record is found or the patient identities are NOT the same. This is to avoid duplication of registration.

Steps:

1. Enter one or more search criteria at the Search section and click Search. It is encouraged to enter MyKad Num first if available.
2. If no record is found in the list below, click on the to register a new Bone and Tissue transplantation patient.
3. If a record is found, click on the to enter the Bone and Tissue Transplant Notification Form List. Further instruction is available on the page.

To find a patient, enter a minimum 4 characters at MyKad/MyKid field at first otherwise find any other one of the fields below:

SEARCH

MyKad/MyKid: (Please key in with dash, eg. 880226-05-5500) 1. Key in one of the patient information with minimum 4 characters

Name: (Please key in minimum 4 characters)

Old IC: (Please key in minimum 4 characters)

Other ID document No: (Please key in minimum 4 characters)

3. Click the button 'Search' to start searching

Please enter at least one of the fields above to search (e.g Name).

No.	Patient Id	Name	MyKad/MyKid	Gender	Notification	Action
1	208	TEST4	880226-25-2000	Female		

Picture 1.10 Patient Search Page

In this page, user can view and search for the patients records within the whole centre.

In the 'Search' section, search the patient by type in the MyKad/MyKid, Patient Name, Old IC or Other ID Document No of the patient with not less than 4 characters. Use the filter for better search. Click on the search button to start searching.

4.1.4 Register New Bone & Tissue Transplant Patient

If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of Bone & Tissue Transplant notification for that patient.

SEARCH

MyKad/MyKid: (Please key in with dash, eg. 880226-05-5500 or minimum 4 characters)

Name: (Please key in minimum 4 characters)

Old IC: (Please key in minimum 4 characters)


Other ID document No: (Please key in minimum 4 characters)

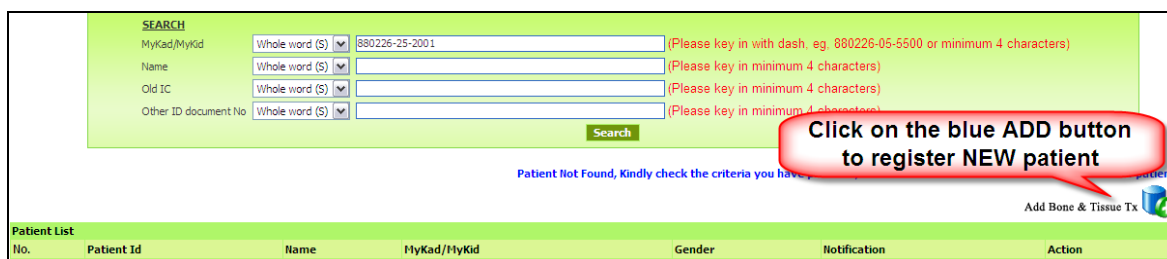
Patient List

No.	Patient Id	Name	MyKad/MyKid	Gender	Notification	Action										
1	208	TEST4	880226-25-2000	Female	<table border="1"> <thead> <tr> <th>No.</th> <th>PTx ID</th> <th>Tx Center</th> <th>Date of Tx</th> <th>RN No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>226</td> <td>Department Of Surgery, Hospital Kota Bharu</td> <td>08-04-2010</td> <td></td> </tr> </tbody> </table>	No.	PTx ID	Tx Center	Date of Tx	RN No.	1	226	Department Of Surgery, Hospital Kota Bharu	08-04-2010		Click the blue button to view the Notification List
No.	PTx ID	Tx Center	Date of Tx	RN No.												
1	226	Department Of Surgery, Hospital Kota Bharu	08-04-2010													

Picture 1.11 Patient Search Page - Patient Exist

If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on

the blue icon  in as shown in Picture 1.12 bellow to register a new patient.



SEARCH

MyKad/MyKid: 880226-25-2001 (Please key in with dash, eg. 880226-05-5500 or minimum 4 characters)

Name: (Please key in minimum 4 characters)

Old IC: (Please key in minimum 4 characters)

Other ID document No: (Please key in minimum 4 characters)

Search

Patient Not Found, Kindly check the criteria you have entered.

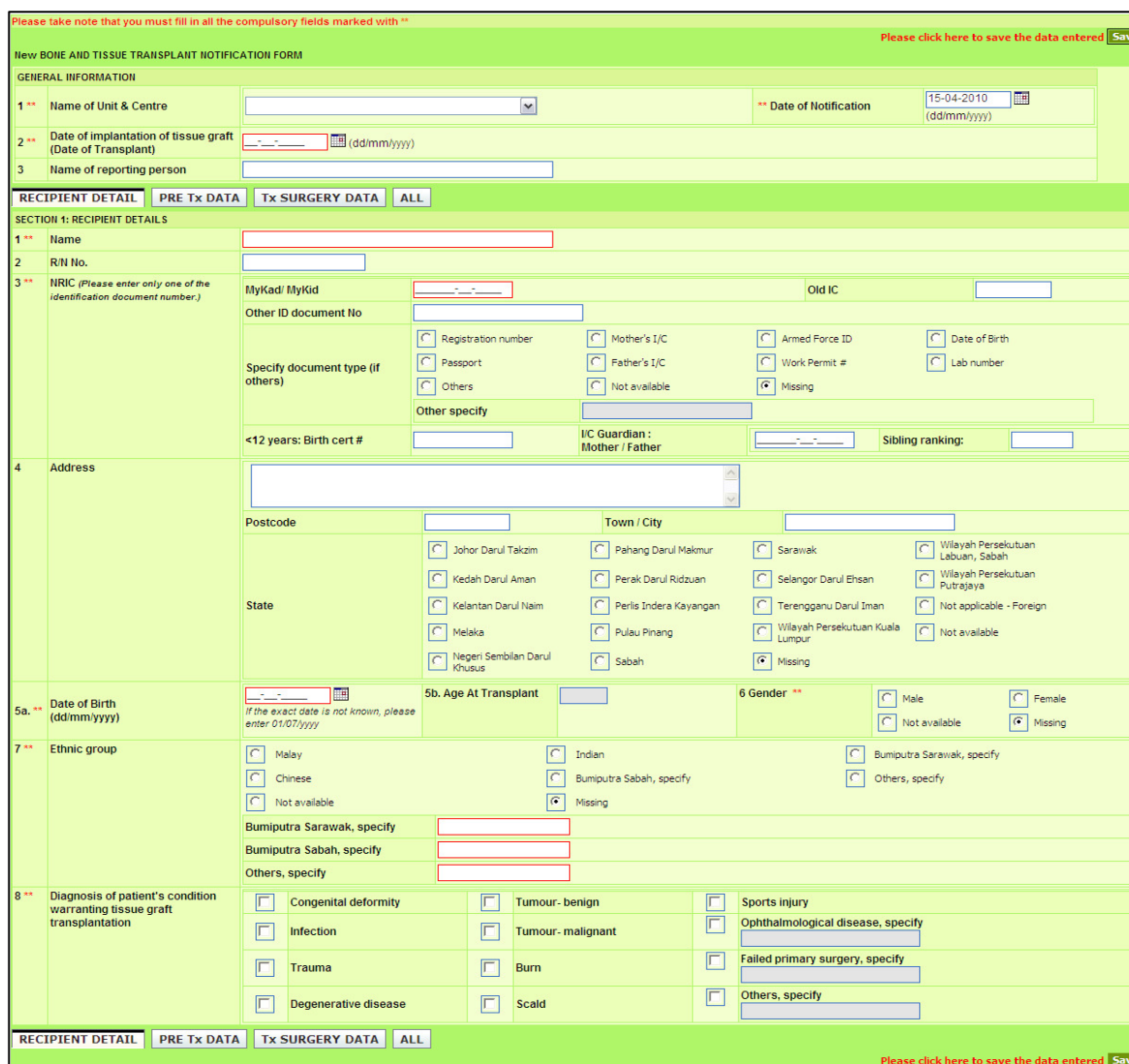
Click on the blue ADD button to register NEW patient

Patien List

No.	Patient Id	Name	MyKad/MyKid	Gender	Notification	Action
-----	------------	------	-------------	--------	--------------	--------

Picture 1.12 Patient Search Page – Register New Patient

After click on blue icon, user will be brought to Bone & Tissue Transplant Notification Form as shown in Picture 1.13 bellow.



Please take note that you must fill in all the compulsory fields marked with **

Please click here to save the data entered **Save**

New BONE AND TISSUE TRANSPLANT NOTIFICATION FORM

GENERAL INFORMATION

1 ** Name of Unit & Centre:

2 ** Date of implantation of tissue graft (Date of Transplant):

3 Name of reporting person:

RECIPIENT DETAIL **PRE Tx DATA** **Tx SURGERY DATA** **ALL**

SECTION 1: RECIPIENT DETAILS

1 ** Name:

2 R/N No.:

3 ** NRIC (Please enter only one of the identification document number.)

MyKad/ MyKid:

Old IC:

Other ID document No:

Specify document type (if others)

☐ Registration number ☐ Mother's I/C ☐ Armed Force ID ☐ Date of Birth

☐ Passport ☐ Father's I/C ☐ Work Permit # ☐ Lab number

☐ Others ☐ Not available ☐ Missing

Other specify:

<12 years: Birth cert #

I/C Guardian: Mother / Father

Sibling ranking:

4 Address:

Postcode:

Town / City:

State:

☐ Johor Darul Takzim ☐ Pahang Darul Makmur ☐ Sarawak ☐ Wilayah Persekutuan Labuan, Sabah

☐ Kedah Darul Aman ☐ Perak Darul Ridzuan ☐ Selangor Darul Ehsan ☐ Wilayah Persekutuan Putrajaya

☐ Kelantan Darul Naim ☐ Perlis Indera Kayangan ☐ Terengganu Darul Iman ☐ Not applicable - Foreign

☐ Melaka ☐ Pulau Pinang ☐ Wilayah Persekutuan Kuala Lumpur ☐ Not available

☐ Negeri Sembilan Darul Khusus ☐ Sabah ☐ Missing

5a. ** Date of Birth (dd/mm/yyyy):

If the exact date is not known, please enter 01/07/yyyy

5b. Age At Transplant:

6 Gender **

☐ Male ☐ Female

☐ Not available ☐ Missing

7 ** Ethnic group

☐ Malay ☐ Indian ☐ Bumiputra Sarawak, specify

☐ Chinese ☐ Bumiputra Sabah, specify ☐ Others, specify

☐ Not available ☐ Missing

Bumiputra Sarawak, specify:

Bumiputra Sabah, specify:

Others, specify:

8 ** Diagnosis of patient's condition warranting tissue graft transplantation

☐ Congenital deformity ☐ Tumour- benign ☐ Sports injury

☐ Infection ☐ Tumour- malignant ☐ Ophthalmological disease, specify

☐ Trauma ☐ Burn ☐ Failed primary surgery, specify

☐ Degenerative disease ☐ Scald ☐ Others, specify

RECIPIENT DETAIL **PRE Tx DATA** **Tx SURGERY DATA** **ALL**

Please click here to save the data entered **Save**

Picture 1.13 Bone & Tissue Transplant Notification Form

The Bone & Tissue Transplant Notification Form consists of 3 different sections that need to be filled in.

Field with ****** symbols are mandatory which cannot be blank or missing, otherwise action submitted will be rejected and show the error in color red. So it is advisable for user to rectify the errors before click the **Save** button. Clicking on the validator link will highlight the corresponding fields that got error.

The system is unable to save the record due to the following errors. Please resolve the following and click SAVE button again!

- SECTION 1: RECIPIENT DETAILS : Name cannot be blank!
- SECTION 1: RECIPIENT DETAILS : Please key in one of the following : 1) MyKad/MyKid 2) Old IC 3) Other ID document No. 4) Other ID Doc for age below 12!
- SECTION 1: RECIPIENT DETAILS : Date of Birth cannot be blank!
- SECTION 1: RECIPIENT DETAILS : Gender cannot be missing!
- SECTION 1: RECIPIENT DETAILS : Ethnic group cannot be missing!
- SECTION 1: RECIPIENT DETAILS : Item 1 to 12. Please check at least one Diagnosis tissue graft transplantation!
- SECTION 2: PRE TRANSPLANT DATA : Tissue graft type cannot be missing!
- SECTION 3: TRANSPLANT SURGERY DATA : Date of implantation of tissue graft cannot be blank!

Please take note that you must fill in all the compulsory fields marked with **

Clicking on the validator link will highlight the corresponding field that got error.

User need to resolve the validator message before saving.

New BONE AND TISSUE

GENERAL INFORMATION

1 ** Name of Unit & Centre ** Date of Notification

2 ** Date of implantation of tissue graft (Date of Transplant) Mandatory (dd/mm/yyyy)

3 Name of reporting person

RECIPIENT DETAIL PRE Tx DATA Tx SURGERY DATA ALL

SECTION 3: TRANSPLANT SURGERY DATA

1 Date of receipt of tissue graft (dd/mm/yyyy)

Picture 1.14 Validation message

After completed the form, click on the **Save** button to save the data into the database. Upon clicking the save button, user will be directed to the Bone & Tissue Transplant Notification List.

Bone and Tissue Transplantation

hkloke - (Administrator)

Main Menu Patient List New Patient Data Entry BNT Supplier Statistics Data Download User Admin System Management Change Password Help Logout

Patient Information

Patient Name	TEST4	Office use	PID : 208
MyKad / Mykid	880226-25-2000	Old IC	
Other ID document No			
Specify document type	Missing		
Specify document type (if others) - Others specify			

A. Add a second or more Bone & Tissue Tx Notification (different tx date from the existing record), click on the entered to the new notification.

B. To Update an existing notification, click on the

C. To View an existing notification, click on the

D. To Request delete for a wrongly entered record, click on the

ADD second or more notification


BONE AND TISSUE TRANSPLANT NOTIFICATION FORM List

No.	Notification ID	Name of Reporting Center	Date of Transplant	P/M No.	Notification
1	226	Department Of Surgery, Hospital Kota Bharu	08-04-2010		

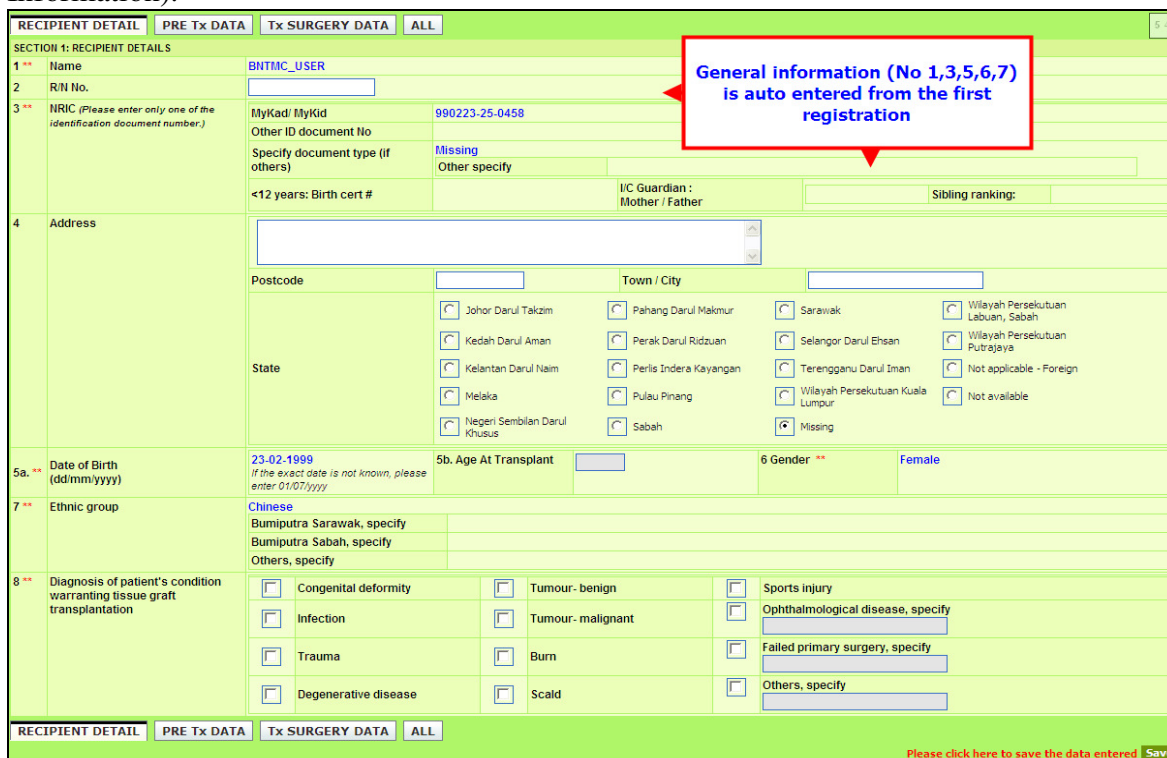
Back to New Patient Registration

View **Update** **Request to delete**

Picture 1.15 Bone & Tissue Transplant Notification List

Add second or more
Bone & Tissue Tx 

To add second or more notification, click the blue ADD button. General information about the patient details are automatically entered base on the first registration and can only be edited in the patient's form (Refer to Picture 1.20 Patient Information).



RECIPIENT DETAIL | PRE Tx DATA | Tx SURGERY DATA | ALL

SECTION 1: RECIPIENT DETAILS

1 ** Name: BNTMC_USER

2 R/N No. []

3 ** NRIC (Please enter only one of the identification document number.): MyKad/ MyKID: 990223-25-0458
Other ID document No: []
Specify document type (if others): Missing
Other specify: []
<12 years: Birth cert #: [] I/C Guardian: Mother / Father: [] Sibling ranking: []

4 Address: []
Postcode: [] Town / City: []
State: ☐ Johor Darul Takzim ☐ Pahang Darul Makmur ☐ Sarawak ☐ Wilayah Persekutuan Labuan, Sabah
☐ Kedah Darul Aman ☐ Perak Darul Ridzuan ☐ Selangor Darul Ehsan ☐ Wilayah Persekutuan Putrajaya
☐ Kelantan Darul Naim ☐ Perlis Indera Kayangan ☐ Terengganu Darul Iman ☐ Not applicable - Foreign
☐ Melaka ☐ Pulau Pinang ☐ Wilayah Persekutuan Kuala Lumpur ☐ Not available
☐ Negeri Sembilan Darul Khusus ☐ Sabah ☒ Missing

5a. ** Date of Birth (dd/mm/yyyy): 23-02-1999
If the exact date is not known, please enter 01/07/yyyy

5b. Age At Transplant: [] 6 Gender: ** Female

7 ** Ethnic group: Chinese
Bumiputra Sarawak, specify: []
Bumiputra Sabah, specify: []
Others, specify: []

8 ** Diagnosis of patient's condition warranting tissue graft transplantation
☐ Congenital deformity ☐ Tumour- benign ☐ Sports injury
☐ Infection ☐ Tumour- malignant ☐ Ophthalmological disease, specify: []
☐ Trauma ☐ Burn ☐ Failed primary surgery, specify: []
☐ Degenerative disease ☐ Scald ☐ Others, specify: []

RECIPIENT DETAIL | PRE Tx DATA | Tx SURGERY DATA | ALL

Please click here to save the data entered **Save**

Picture 1.16 Bone & Tissue Transplant Notification – Add second or more notification

To view notification record, click on the blue View icon .

Please take note that you must fill in all the compulsory fields marked with **

View BONE AND TISSUE TRANSPLANT NOTIFICATION FORM **Edit**

GENERAL INFORMATION

1 Name of Unit & Centre: Orthopaedics, HUSM Date of Notification: 09-03-2010 (dd/mm/yyyy)

2 Date of implantation of tissue graft (Date of Transplant): 09-03-2010 (dd/mm/yyyy)

3 Name of reporting person: []

RECIPIENT DETAIL | PRE Tx DATA | Tx SURGERY DATA | Audit | ALL

SECTION 1: RECIPIENT DETAILS

1 Name: BNTMC_USER

2 R/N No. bntmc222

3 ** NRIC (Please enter only one of the identification document number.): MyKad/ MyKID: 990223-25-0458 Old IC: []
Other ID document No: []
Specify document type (if others): Missing
Other specify: []
<12 years: Birth cert #: [] I/C Guardian: Mother / Father: [] Sibling ranking: []

4 Address: []
Postcode: [] Town / City: []
State: Johor Darul Takzim

5a. Date of Birth (dd/mm/yyyy): 23-02-1999
If the exact date is not known, please enter 01/07/yyyy

5b. Age At Transplant: 11 6 Gender: Female



7 Ethnic group: Chinese
Bumiputra Sarawak, specify: []
Bumiputra Sabah, specify: []
Others, specify: []



8 Diagnosis of patient's condition warranting tissue graft transplantation
☐ Congenital deformity ☐ Tumour- benign ☐ Sports injury
☐ Infection ☒ Tumour- malignant ☐ Ophthalmological disease, specify: []
☐ Trauma ☒ Burn ☐ Failed primary surgery, specify: []
☐ Degenerative disease ☐ Scald ☐ Others, specify: []

RECIPIENT DETAIL | PRE Tx DATA | Tx SURGERY DATA | Audit | ALL

Edit

Picture 1.17 Bone & Tissue Transplant Notification – View notification

To update notification record, click on the blue Update icon  or click edit button  on the View Page (Picture 1.17). Click save button after update the notification.

To request delete notification record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button .

Please take note that you must fill in all the compulsory fields marked with *

Reason **Request Delete**

GENERAL INFORMATION			
1	Name of Unit & Centre	Orthopaedics, HUSM	
2	Date of implantation of tissue graft (Date of Transplant)	09-03-2010 (dd/mm/yyyy)	
3	Name of reporting person		

Fill in reason to request delete then click the Request Delete button

RECIPIENT DETAIL			
SECTION 1: RECIPIENT DETAILS			
1	Name	BHITMC_USER	
2	R/N No.	bntmc222	
3	NRIC (Please enter only one of the identification document number.)	MyKad/ MyKid	990223-25-0458
	Other ID document No	Old IC	
	Specify document type (if others)	Missing Other specify	
	<12 years: Birth cert #	I/C Guardian: Mother / Father	Sibling ranking:
4	Address	Postcode: Town / City	
	State	Johor Darul Takzim	
5a.	Date of Birth (dd/mm/yyyy)	5b. Age At Transplant	6 Gender
	23-02-1999 <small>If the exact date is not known, please enter 01/01/yyyy</small>	11	Female
7	Ethnic group	Chinese Bumiputra Sarawak, specify Bumiputra Sabah, specify Others, specify	
8	Diagnosis of patient's condition warranting tissue graft transplantation	<input type="checkbox"/> Congenital deformity <input type="checkbox"/> Tumour- benign <input type="checkbox"/> Sports injury <input type="checkbox"/> Infection <input checked="" type="checkbox"/> Tumour- malignant <input type="checkbox"/> Ophthalmological disease, specify <input type="checkbox"/> Trauma <input checked="" type="checkbox"/> Burn <input type="checkbox"/> Failed primary surgery, specify <input type="checkbox"/> Degenerative disease <input type="checkbox"/> Scald <input type="checkbox"/> Others, specify	

Picture 1.18 Bone & Tissue Transplant Notification – Request to delete notification

Note: Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.

4.1.5 Patient List



Picture 1.19 Patient List Tab Menus

In this page, user can view and search for the patients records within the user's centre.

SEARCH / FILTER

Patient Id: By Range (dropdown) From: [] To: []

MyKad/MyKid: Whole word (S) (dropdown) []

Name: Whole word (S) (dropdown) []

Old IC: Whole word (S) (dropdown) []

Other ID document No: Whole word (S) (dropdown) []

Name of Unit & Centre: Equal to (S) (dropdown) []

DateImplantTissueGraft: By Range (dropdown) From: [] To: []

Whole word (S) (dropdown) []

FIND Show All

1. Key in one of the patient information

2. Select the filter for better search

3. Click 'FIND' button to start searching

4. Click 'Show ALL' button to reset

Patient Information

Action(view/update patient particulars only)

Button to VIEW Notification


Request to Delete

View Update

No.	Patient Id	Name	MyKad/MyKid	Gender	Notification																				
1	208	TEST4	880226-25-2000	Female	<table border="1"> <thead> <tr> <th>No</th> <th>PTx ID</th> <th>Tx Center</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>226</td> <td>Department Of Surgery, Hospital Kota B</td> </tr> </tbody> </table>	No	PTx ID	Tx Center	1	226	Department Of Surgery, Hospital Kota B														
No	PTx ID	Tx Center																							
1	226	Department Of Surgery, Hospital Kota B																							
2	207	BNTMC_USER	990223-25-0458	Female	<table border="1"> <thead> <tr> <th>No</th> <th>PTx ID</th> <th>Tx Center</th> <th>Date of Tx</th> <th>RN No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>225</td> <td>Ophthalmology, Sri Kota</td> <td>18-03-2010</td> <td>rt5555</td> </tr> <tr> <td>2</td> <td>224</td> <td>Orthopaedics, HUSM</td> <td>09-03-2010</td> <td>bntmc222</td> </tr> <tr> <td>3</td> <td>223</td> <td>Orthopaedics, HUSM</td> <td>09-03-2010</td> <td>bntmc111</td> </tr> </tbody> </table>	No	PTx ID	Tx Center	Date of Tx	RN No.	1	225	Ophthalmology, Sri Kota	18-03-2010	rt5555	2	224	Orthopaedics, HUSM	09-03-2010	bntmc222	3	223	Orthopaedics, HUSM	09-03-2010	bntmc111
No	PTx ID	Tx Center	Date of Tx	RN No.																					
1	225	Ophthalmology, Sri Kota	18-03-2010	rt5555																					
2	224	Orthopaedics, HUSM	09-03-2010	bntmc222																					
3	223	Orthopaedics, HUSM	09-03-2010	bntmc111																					

Picture 1.20 Patient List/ Search page

In the 'Search' section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.20

To View/Update Bone & Tissue Transplant notification data, click on the Notification icon . The numbers indicates how many notifications exist in each of the patient registered. Clicking the Notification icon will directed user to the Notification List. Please refer to Picture 1.15

In the Patient Information section, user can view or update general information of the patients registered.

To View Patient Particulars, click on the blue View icon



Patient Information			
Patient Name	BNTMC_USER	Office use	PID : 207
NRIC	MyKad / Mykid	990223-25-0458	Old IC
	Other ID document No		
	Specify document type	Missing	
	Specify document type (if others) - Others specify		
Please take note that you must fill in all the compulsory fields marked with **			
View BNT Patient Edit			
Patient Information			
1	Name	BNTMC_USER	
2	NRIC (Please enter only one of the identification document number.)	MyKad/MyKid	990223-25-0458
		Other ID document No	
		Specify document type (if others)	Missing
		Other specify	
	<12 years: Birth cert #	I/C Guardian	Mother / Father
			Sibling ranking
3	Address	Postcode	Town / City
	State	Johor Darul Takzim	
4	Date of Birth	23-02-1999	Gender
		Female	
5	Ethnic group	Chinese	
		Bumiputra Sarawak, specify	
		Bumiputra Sabah, specify	
		Others, specify	

Picture 1.21 Patient's Information - VIEW page


To update the patient's form, click on the blue Update icon



or click edit button Edit

Patient Information			
Patient Name	TEST4	Office use	PID : 208
NRIC	MyKad / Mykid	880226-25-2000	Old IC
	Other ID document No		
	Specify document type	Missing	
	Specify document type (if others) - Others specify		
Please take note that you must fill in all the compulsory fields marked with **			
Update BHT Patient Please click here to save the data entered Save			
Patient Information			
1 **	Name	TEST4	
2 **	NRIC (Please enter only one of the identification document number.)	MyKad/MyKid	880226-25-2000
		Other ID document No	
		Specify document type (if others)	<input type="radio"/> Registration number <input type="radio"/> Mother's I/C <input type="radio"/> Armed Force ID <input type="radio"/> Date of Birth <input type="radio"/> Passport <input type="radio"/> Father's I/C <input type="radio"/> Work Permit # <input type="radio"/> Lab number <input type="radio"/> Others <input type="radio"/> Not available <input checked="" type="radio"/> Missing
		Other specify	
	<12 years: Birth cert #	I/C Guardian	Mother / Father
			Sibling ranking
3	Address		
	Postcode	Town / City	
	State	Missing	
4 **	Date of Birth	26-02-1988	** Gender
		<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not available <input type="radio"/> Missing	
5	Ethnic group	<input checked="" type="radio"/> Malay <input type="radio"/> Indian <input type="radio"/> Bumiputra Sarawak, specify <input type="radio"/> Chinese	
		<input type="radio"/> Bumiputra Sabah, specify <input type="radio"/> Others, specify <input type="radio"/> Not available <input type="radio"/> Missing	
		Bumiputra Sarawak, specify	
		Bumiputra Sabah, specify	
		Others, specify	

Picture 1.22 Patient's Information - UPDATE page

To request delete a patient's record, click on the blue request delete icon . Fill in the Reason for request delete and click the button **Request Delete**.

Patient Information						
Patient Name	TEST4	Office use	PID : 208			
NRIC	MyKad / MyKad	880226-25-2000	Old IC			
	Other ID document No					
	Specify document type	Missing				
	Specify document type (if others) - Others specify					
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Fill in Reason to delete the form </div>						
<div style="border: 2px solid red; padding: 5px;"> Please take note that you must fill in all the compulsory fields marked with "*" <div style="float: right;"> Reason <input type="text"/> Request Delete </div> </div>						
Patient Information						
1	Name	TEST4				
2	NRIC (Please enter only one of the identification document number.)	MyKad/MyKad	880226-25-2000	Old IC		
		Other ID document No				
		Specify document type (if others)	Missing			
		Other specify				
	<12 years: Birth cert #		I/C Guardian	Mother / Father	Sibling ranking	
3	Address	Postcode	Town / City			
	State	Missing				
4	Date of Birth	26-02-1988 <small>If the exact date is not known, please enter 01/01/yyyy</small>		Gender	Female	
5	Ethnic group	Malay		Bumiputra Sarawak, specify		
				Bumiputra Sabah, specify		
				Others, specify		
Audit						
1	Request Delete	<input type="checkbox"/>				
2	Request Delete Date					
3	Request Delete By					
4	Request Delete Reason					
5	Date time Registered	08-04-2010 16:57:00				
6	Registered By	lkdoke				
7	Date time Last Updated	08-04-2010 16:57:00				
8	Last Updated By	lkdoke				
9	Reason For Change	Insert from BNT_NotificationController				

Picture 1.23 Request Delete section

Note: Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.

4.1.6 Statistic

Main Menu	Patient List	New Patient Data Entry	Statistics	Data Download
-----------	--------------	------------------------	------------	---------------

Picture 1.24 Statistic Tab Menus

On progress.

4.1.7 Data Download



Picture 1.25 Data Download Tab Menu

Data entered in Bone & Tissue Transplant Notification form are downloadable.

Note: Only those that have the access right can view Data Download tab and download it.

Upon clicking on the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.

1. Use the search function to filter the downloadable data

2. Check the checkbox for the desired field that need to be downloaded

3. Click the Download button to start download.

Please take note that you must fill in all the compulsory fields marked with **

Check ☐ to select all

Check ☐ to select all in Section 1

GENERAL INFORMATION

1	Patient ID	<input type="checkbox"/>
2	Notification ID	<input type="checkbox"/>
3	Name of Unit & Centre	<input type="checkbox"/>
4	Date of implantation of tissue graft (Date of Transplant)	<input type="checkbox"/> (dd/mm/yyyy)
5	Name of reporting person	<input type="checkbox"/>

RECIPIENT DETAIL PRE Tx DATA Tx SURGERY DATA Audit ALL

Check ☐ to select all in Section 2

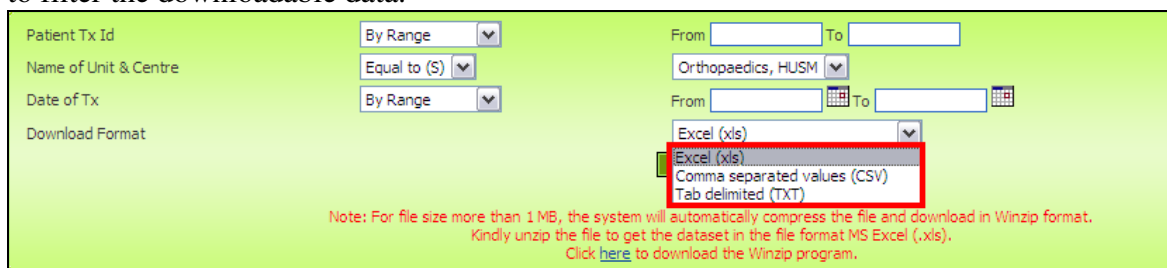
SECTION 1: RECIPIENT DETAILS

1	Name	<input type="checkbox"/>
2	R/N No.	<input type="checkbox"/>
3	NRIC (Please enter only one of the identification document number.)	<input type="checkbox"/>
	MyKad/ MyKid	<input type="checkbox"/>
	Other ID document No	<input type="checkbox"/>
	Specify document type (if others)	<input type="checkbox"/>
	Other specify	<input type="checkbox"/>
	<12 years: Birth cert #	<input type="checkbox"/>
	IC Guardian: Mother / Father	<input type="checkbox"/>
	Sibling ranking:	<input type="checkbox"/>
4	Address	<input type="checkbox"/>
	Postcode	<input type="checkbox"/>
	Town / City	<input type="checkbox"/>
	State	<input type="checkbox"/>
5a.	Date of Birth (dd/mm/yyyy)	<input type="checkbox"/>
	If the exact date is not known, please enter 01/07/yyyy	<input type="checkbox"/>
5b.	Age At Transplant	<input type="checkbox"/>
6	Gender	<input type="checkbox"/>
7	Ethnic group	<input type="checkbox"/>
	Bumiputra Sarawak, specify	<input type="checkbox"/>
	Bumiputra Sabah, specify	<input type="checkbox"/>
	Others, specify	<input type="checkbox"/>
8	Diagnosis of patient's condition warranting tissue graft transplantation	<input type="checkbox"/>
	Congenital deformity	<input type="checkbox"/>
	Infection	<input type="checkbox"/>
	Trauma	<input type="checkbox"/>
	Degenerative disease	<input type="checkbox"/>
	Tumour- benign	<input type="checkbox"/>
	Tumour- malignant	<input type="checkbox"/>
	Burn	<input type="checkbox"/>
	Scald	<input type="checkbox"/>
	Sports injury	<input type="checkbox"/>
	Ophthalmological disease, specify	<input type="checkbox"/>
	Failed primary surgery, specify	<input type="checkbox"/>
	Others, specify	<input type="checkbox"/>

RECIPIENT DETAIL PRE Tx DATA Tx SURGERY DATA Audit ALL

Picture 1.26 Bone & Tissue Transplant downloadable forms

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data.



The screenshot shows a search interface with the following elements:

- Patient Tx Id:** Filter set to "By Range" with "From" and "To" input fields.
- Name of Unit & Centre:** Filter set to "Equal to (S)" with a dropdown menu showing "Orthopaedics, HUSM".
- Date of Tx:** Filter set to "By Range" with "From" and "To" input fields.
- Download Format:** A dropdown menu with options: "Excel (xls)", "Excel (xls)" (highlighted), "Comma separated values (CSV)", and "Tab delimited (TXT)".
- Note:** "Note: For file size more than 1 MB, the system will automatically compress the file and download in Winzip format. Kindly unzip the file to get the dataset in the file format MS Excel (.xls). Click [here](#) to download the Winzip program."

Picture 1.27 Data Download search section – Download Format

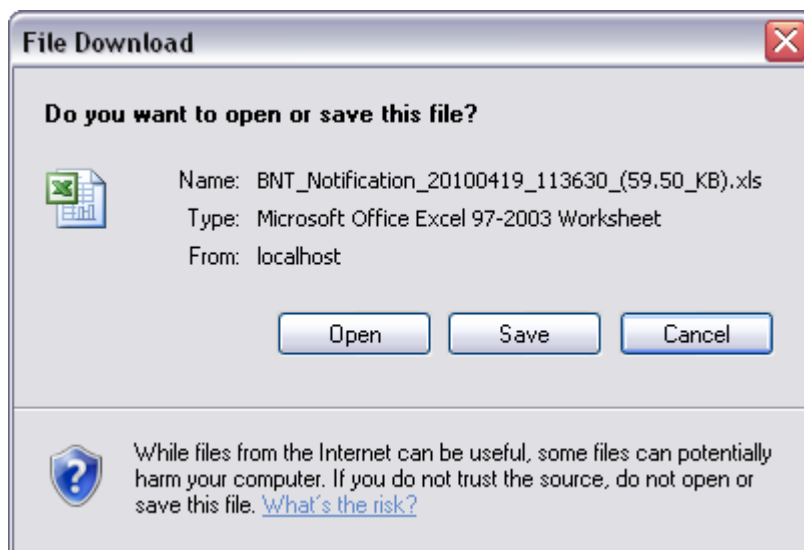
There are 3 types of downloadable format as shown in Picture 1.27:

- Excel (.xls)
- Comma separated values(.cvs)
- Tab delimited (.txt)

The download format is defaulted to excel type. Select the desired format and click the Download button **Download** to start downloading.

Note: For file size more than 1 MB, the system will automatically compress the file and download in WinZip format. Kindly unzip the file to get the dataset in the file format MS Excel (.xls).

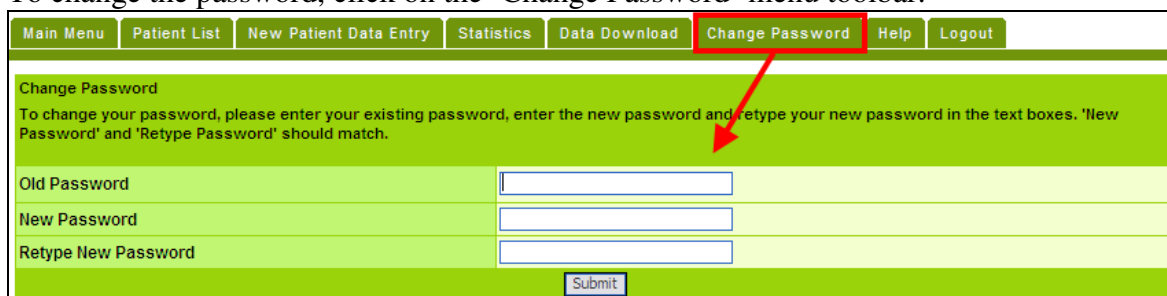
A dialog box for saving the data download or open the data download will appear as shown in Picture 1.28 bellow.



Picture 1.28 Dialog box

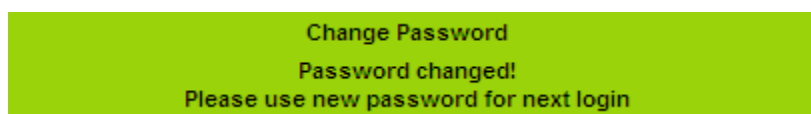
4.1.8 Change Password

To change the password, click on the 'Change Password' menu toolbar.



Picture 1.29 *Change Password page*

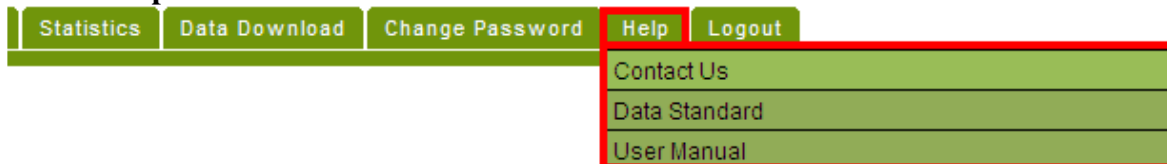
Fill in the details and click the Submit button.



Picture 1.30 *Result page for Change Password*

User can use the new password for the next login.

4.1.9 Help



Picture 1.31 *Help Tab Menu*

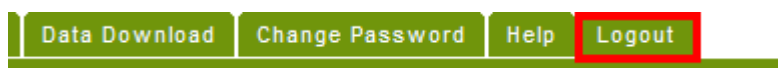
The Help tab menu consist of the following information.

1. Contact Use
2. Data Standard
3. User Manual

This information also exist in the login page.

4.1.10 Logout

To logout from National Transplant Registry (NTR) web application, click on 'Logout' menu bar.



Picture 1.32 *Logout Menu Bar*

5.0 HELP DESK SUPPORT

Note: The NTR User's Manual is subjected for amendment in future for better quality of NTR.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager

Phone: +603-2681 5948

Email: ntr@acrm.org.my

Address: National Transplant Registry (NTR),
Level 5, Menara Wisma Sejarah
Jalan Tun Razak
Kuala Lumpur

OR

2) The IT Administrator at: Tel: 603-4044 0615

6.0 NATIONAL TRANSPLANT REGISTRY (NTR) FOR *BONE & TISSUE TRANSPLANT* DATA ENTRY PROCESS

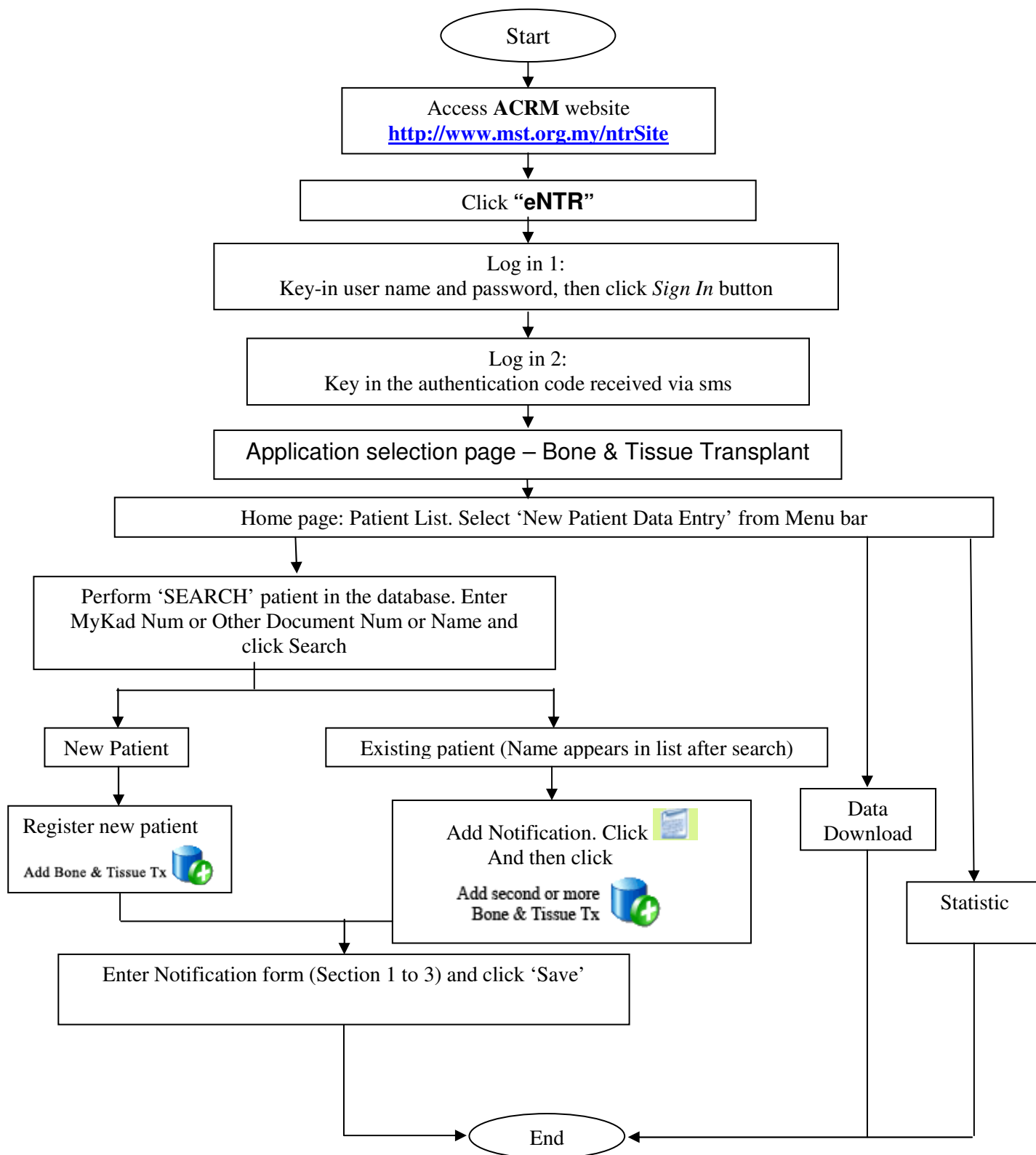


Diagram 1 Bone and Tissue Transplant User's Manual Flow